

**APPENDIX B**

**SAMPLE BY-LAWS**

BYLAWS  
OF

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ARTICLE I  
Articles of Agreement

The name of the Association, the objects for which it is established and the nature of the affairs to be transacted by it, and the principal location of the Association shall be as set forth in the Articles of Agreement, as from time to time amended, and these Bylaws provided however that the Association shall in any event remain affiliated with NEA-New Hampshire and the National Education Association. The powers of the Association and of its officers and Executive Board, and all matters concerning the conduct and regulation of the affairs of the Association, shall be subject to such provisions in regard thereto, if any, as are set forth in such Articles of Agreement, and such Articles of Agreement are hereby made a part of these Bylaws.

ARTICLE II  
Membership

Section 1 – Members

- A. Membership in the Association shall be open to all personnel employed in the public schools of \_\_\_\_\_.
- B. Active membership shall be continuous until the member leaves the school system, resigns from the Association, or fails to pay membership dues.

Section 2 – Revocation of Membership

According to procedures adopted by the membership, the Executive Board may suspend from membership or expel any member or censure or levy a fine against any member who shall have violated the ethics of the education profession; or violated any rule of the Association, or convicted in a court learned in the law of a crime involving moral turpitude; and may reinstate a member who has previously been suspended or expelled from the Association.

Section 3

Each voting member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 4

Those members entitled to vote at meetings of the members may do so in accordance with the rules of the Association.

Section 5

The Executive Board, by affirmative vote of two-thirds (2/3) of all the members of the Board, may suspend or expel a member for any cause. Any member may resign by filing a written resignation with the secretary.

ARTICLE III  
Officers

The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

ARTICLE IV  
Executive Board

Section 1

The Executive Board shall consist of the officers and \_\_\_\_\_ members elected at large. It shall be the executive authority of the Association.

Section 2

Whenever a majority of the Executive Board shall agree that an officer has been grossly negligent of the duties defined in the Bylaws or is incapacitated, they shall recommend to the membership that the office be declared vacant. If the membership so votes by a two-thirds majority of those present and voting, it shall immediately elect a replacement to fill the unexpired term.

ARTICLE V  
Affiliation

The Association shall be unified with the National Education Association under its rules and the NEA-New Hampshire under its rules. Notwithstanding the provisions of Article XV below, this article shall not be subject to amendment.

ARTICLE VI  
Meetings

Section 1 – Executive Board

The Executive Board shall meet at the call of the President, or at the request of three members of the Board.

## Section 2 – General Membership Meetings

The Executive Board shall arrange meetings of the general membership as deemed necessary, provided that there shall be not less than one (1) general membership meeting each year. By petition signed by either one-fifth of the membership or twenty-five members, whichever is less, a general membership meeting may be called.

## ARTICLE VII

### Quorum

A majority of its members shall be a quorum for the Executive Board and \_\_\_\_\_ members shall constitute a quorum for general membership meetings.

## ARTICLE VIII

### Power of Officers

#### Section 1 – President

The President shall preside over meetings of the Executive Board, appoint the chairpersons and members of standing committees, appoint special committees, and be ex officio a member of all standing committees. The President shall represent the Association before the public either personally or through delegates, and shall perform all other functions usually attributed to this office. The vice president shall assume these responsibilities in the absence of the president.

#### Section 2 – Secretary

The Secretary shall keep accurate minutes of all meetings of the Executive Board and general membership meetings, shall maintain official files, and shall assist the President with Association correspondence.

#### Section 3 – Treasurer

The Treasurer shall hold the funds of the Association and disburse them upon authorization by the Executive Board; shall bill the members for their annual dues and collect the dues, and transmit to the NEA-New Hampshire the amounts due the NEA-New Hampshire and the National Education Association; shall maintain a roll of the members; shall keep accurate accounts of receipts and disbursements; shall report to each meeting of the Executive Board; and shall prepare an annual financial statement for publication to members as directed by the Executive Board. The Treasurer shall keep the President and Executive Board informed of the financial condition of the Association. The Treasurer shall be bonded by the Association and shall assist the Budget Committee in the initial drafting of the annual budget.

#### Section 4 – Terms and Succession

The officers shall serve for one year.

### ARTICLE IX Power of the Executive Board

#### Section 1

The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out policies established by the membership, report its transactions to the members, and suggest policies for consideration by the members.

#### Section 2

The Executive Board shall represent the Association in negotiating personnel policies with the governing and appropriating bodies of the school system. Within policies established by the members it may make decisions binding the Association in these matters. The Board may delegate its power to negotiate and to adjudicate grievances to another committee of representative.

### ARTICLE X Standing Committees

#### Section 1 – Structure

There should be four standing committees carrying the specific functions outlined below. They shall have members selected to represent different groups in the Association and appointed for overlapping terms of three (3) years. Each committee may, with the approval of the Executive Board, organize special sub-committees and task forces for specific activities from the membership of the Association.

#### Section 2 – Meetings

Each committee shall establish at the organizational committee conference, held no later than April, its annual calendar of meetings. Special meetings may be called by the chairperson.

#### Section 3 – Reports

Each committee shall choose a secretary who shall keep a continuing record of activities. Those persons chairing committees shall report as necessary to the Executive Board and shall prepare an annual written report summarizing objectives, action programs, gains, and unreach goals, which the Executive Board shall distribute to the members and which shall become a part of the continuing record in the Association files.

#### Section 4 – Titles and Duties

A. The Collective Bargaining Committee, under the supervision of the Executive Board, may represent the Association in all negotiations. The committee will prepare negotiations, proposals and rationale based upon an assessment of membership concerns, and other related working condition factors. The Committee may seek the assistance, with Executive Board approval, of an outside consultant.

B. The Advocacy Committee shall recommend to the Executive Board policies for the adjudication of grievances. The Committee shall advocate for all grievants by investigating complaints, and processing grievances through the appropriate procedure(s). Further, the Committee shall make a recommendation to the Executive Board for final disposition of all unsettled grievances. The Committee shall also develop a continuing program for educating the members with regard to their rights and responsibilities.

C. The Political Action Committee shall recommend to the Executive Board policies and positions with respect to local, state, and national legislation affecting the interests of the members. The Committee shall also design and implement programs to inform members of newly enacted legislation, to encourage members to exercise their civic responsibilities.

D. The Committee on Instruction and Professional Development shall explore and develop action programs to raise and maintain standards for certification, employment, and continuing, and in-service professional education; and to create and maintain rapport between the Association and neighboring or closely related institutions of higher education. It shall exercise professional concern in programs involving student teachers or relating to the concept of professional autonomy.

#### Section 5 – Relation to Executive Board

The Executive Board shall make recommendations for committee appointments at its regular meeting in March, and for filling all unexpired terms as vacancies occur, and shall assist in planning the Organizational Committee Conference each year. It shall require and assist that all committees define their immediate and long range goals.

### ARTICLE XI Special Committees

Each year the President may appoint a Committee on Elections, an Audit Committee, a Budget Committee, Membership Committee, and such other special committees as may be necessary and shall discharge them upon completion of their duties. These committees shall operate according to rules approved by the Executive Board. No officer of the Association shall serve on either the Elections Committee or the Audit Committee.

ARTICLE XII  
Elections

Section 1 – Nominations

A. The active members of the Association during the month of January may nominate a candidate for President, Vice President, Secretary, Treasurer, and Executive Board. All nominations shall be in writing and delivered to the Committee on Elections.

B. The Committee on Elections shall report all nominations to the members at a general membership meeting to be held during February.

C. The Committee on Elections shall publish to the members brief information on each candidate.

Section 2 – Balloting

At the meeting of the members held in February, members shall vote for officers by ballot, in accordance with procedures developed by the Committee on Elections and approved by the Executive Board. The Committee on Elections shall report results to the President, who shall cause them to be published. New officers shall be installed at the close of the meeting.

ARTICLE XIII  
Authority

The Executive Board shall be the final authority as to the interpretation of these bylaws, subject only to the membership's authority to amend these bylaws. Robert's Rules of Order may be consulted as the parliamentary authority for the Association on questions not covered by these Bylaws and any such standing rules as the Executive Board may adopt.

ARTICLE XIV  
Dues

The Executive Board may by resolution establish rates of annual dues for the various classes of membership.

ARTICLE XV  
Amendment

These Bylaws may be amended by a majority vote at any regular meeting of the members, provided that proposed amendments have been previously studied by the Executive Board and that copies have been made available to members two calendar weeks in advance of the meeting, and provided further that such amendments are consistent with the constitution and bylaws of NEA-New Hampshire and the National Education Association.